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# Department of Defense INSTRUCTION

September 13, 1989  
NUMBER 1348.34

ASD(FM&P)

SUBJECT : Presidential Recognition on Retirement from Military Service

Reference: (a) White House Memorandum, "Appreciation Certificates for  
Military Retirements, " March 2, 1989

## A. PURPOSE

This Instruction implements reference (a) by establishing policy, assigning responsibilities, and prescribing procedures for conveying the appreciation of the President to members of the Armed Forces on their retirement.

## B. APPLICABILITY

This Instruction applies to the Military Departments and the members of the Active and Reserve forces, and by agreement with the Department of Transportation, the U.S. Coast Guard.

## C. POLICY

It is DoD policy that a "Certificate of Appreciation for Service in the Armed Forces of the United States" (DD Form 2542, enclosure 1) shall be presented to each member retiring from the Armed Forces after serving 20 or more years and attaining eligibility to receive retired pay. In addition, letters of appreciation, signed by the President, shall be presented to selected personnel specified in this Instruction.

## D. RESPONSIBILITIES

1. The Assistant Secretary of Defense (Force Management and Personnel) (ASD(FM&P)) shall exercise oversight over the Military Departments and the U.S. Coast Guard for compliance with this Instruction.

2. The Secretaries of the Military Departments and the Commandant of the U.S. Coast Guard shall ensure compliance with the policies and procedures in this Instruction.

## E. PROCEDURES

### 1. Certificates of Appreciation

a. A "Certificate of Appreciation for Service in the Armed Forces of the United States" bearing the signature of the President, as Commander in Chief, has been established for extending the Nation's appreciation to those who are retiring after honorable service in the Armed Forces.

b. A "Certificate of Appreciation for Service in the Armed Forces of the United States" shall be appropriately completed with name, rank, and Military Service and shall be presented at the time of the Service member's retirement from the Military Service, in accordance with section C. , above.

NOTE : "DD Form 2542" shall not appear on the actual certificate.

c. The certificate is an expression of gratitude to the individual for military service and is not intended to have any legal effect on entitlements or benefits. Accordingly, a copy of the certificate or a notation that the Service member has received the certificate shall not be made a part of the Service member's permanent military record.

d. Military Departments shall present certificates of appreciation to all Service members retiring on or after October 1, 1989. Military Departments shall present certificates of appreciation to Service members who retire between January 20, 1989 and September 30, 1989 on request from the Service member as soon as possible after the certificates become available.

## 2. Letters of Appreciation

a. In addition to certificates, the following personnel shall receive standard letters of appreciation prepared by the White House Military Office (WHMO) and signed by the President:

(1) Those Service members retiring with at least 30 years of military service.

(2) The Chairman and the Vice Chairman of the Joint Chiefs of Staff (JCS) and the Chiefs of Staff of the Military Services, on retirement.

(3) The senior enlisted member from each Military Service, on retirement.

(4) Recipients of the Medal of Honor, on retirement.

(5)- Former prisoners of war (POWs), on retirement, who qualify for or have been awarded the POW Medal.

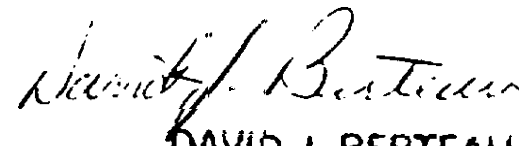
b. The Military Departments shall request those letters through their White House liaison officer and provide the information necessary to complete the letter using the format in enclosure 2.

c. As is the case with certificates, retroactive letters of appreciation shall also be prepared, on request, for Service members who retire between January 20 and September 30, 1989.

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F. EFFECTIVE DATE AND IMPLEMENTATION

This Instruction is effective immediately. Forward one copy of implementing documents to the Assistant Secretary of Defense (Force Management and Personnel) within 60 days.

  
DAVID J BERTEAU  
Deputy Assistant Secretary  
(Resource Management & Support)

Enclosures - 2

1. DD Form 2542, "Certificate of Appreciation for Service in the Armed Forces of the United States"
2. Sample Format (for Use By the Military Departments in Providing the White House Military Office Pertinent Information for Presidential Letters of Appreciation)

# CERTIFICATE OF APPRECIATION

*FOR SERVICE IN THE ARMED FORCES OF THE UNITED STATES*

*I extend to you my personal thanks and the sincere appreciation of a grateful nation for your contribution of honorable service to our country. You have helped maintain the security of the nation during a critical time in its history with a devotion to duty and a spirit of sacrifice in keeping with the proud tradition of the military service.*

*I trust that in the coming years you will maintain an active interest in the Armed Forces and the **purpose** for which you served.*

*My best wishes to you for happiness and success in the future.*

INSERT SEAL

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*Commander in Chief*

Sep \* 3, 1989  
1348.34 (Encl )

(SAMPLE FORMAT)

\_\_\_\_\_  
(Date)

MEMORANDUM FOR : WHITE HOUSE MILITARY OFFICE

Through: EXECUTIVE **SECRETARY** TO THE SECRETARY OF DEFENSE

Subject: Letter of Appreciation for **Military Retiree**

Name: \_\_\_\_\_

Rank: \_\_\_\_\_

Service: \_\_\_\_\_

Years of Service: \_\_\_\_\_

Ret i rement Date: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

Disposition Instructions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Appropriate Signature Block)